

BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 36-2207

15 February 2000

Personnel



SPECIAL ACTIVITIES TEAMS (SAT)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-22, ***Military Training***, Sep 93, and establishes procedures on the management and support of the 82d Training Wing (82 TRW) Special Activities Teams (SAT) which include the Drum and Bugle Corps, Color Guard, Precision Drill Team, Weapons Drill Team and Chorale Group. This instruction applies to participating sister services and all agencies including tenants physically located on Sheppard Air Force Base. It does not apply to geographically separated units, operating locations, or detachments. Refer questions or suggestions regarding this instruction to the office of collateral responsibility (OCR), 82 TRSS/TTM.

SUMMARY OF REVISIONS

Added new paragraphs **3.1.**, **3.4.6.**, **3.5.1.** **3.5.2.**, **3.6.1.** and **3.6.2.**; moved paragraph **2.3.** to **2.4.**, **2.4.** to **2.3.**, and **3.7.** to **5.1.**, and renumbered following paragraphs accordingly. Deleted paragraphs **3.4.3.** and **3.8.** References to "Military Training Manager (MTM)" have been changed to "Military Training Leader (MTL)." Reduced consecutive days of SAT practice for permanent membership from ten to five. Minimum passing score required for SAT members changed from 85 to 75 or the minimum required by the course. A "★" indicates revisions from the previous edition. **Note:** The term "student" or "airman" as used in this instruction refers to an NPS student airman on base to attend prerequisite or initial skills technical training.

Section A – Responsibilities

★1. The Special Activities Teams (SAT) are voluntary programs for nonprior service (NPS) students. Permanent party personnel assigned to the 82d Training Wing are encouraged to

participate. However, all permanent party personnel must follow SAT chain-of-command procedures. The SAT represent Sheppard AFB (SAFB) and the United States military at ceremonies throughout the local military and civilian communities. This representation must be of the highest caliber of professionalism and dignity. Consequently, NPS student SAT members are excused from all additional duties, to include: charge of quarters, duty squadron, squadron open ranks (will be performed at Military Training Support Flight) and other additional duties which directly conflict with SAT commitments and required rehearsals to perfect routines, music and drill for scheduled performances. The only exception is Remedial Military Training (RMT). All SAT performances and rehearsals are mandatory appointments unless directed otherwise by the Commander, 82d Training Support Squadron (82 TRSS). Because the SAT are an integral part of the military training process and significantly impact SAFB ceremonies, instructors/instructor supervisors and military training leaders (MTLs) will ensure all members are available for practices and scheduled performances.

Section B -- Procedures

2. The Military Training Support Flight, 82d Training Support Squadron (82 TRSS/TTM), exercises operational and administrative control over the SAT during practice sessions and serves as the focal point for all actions pertaining to SAT activities.

★2.1. Commanders, MTLs and instructors will ensure that SAT members are available for all functions upon request.

2.2. The Public Affairs Office (82 TRW/PA) receives and evaluates all requests for participation in off-base events and determines if participation is appropriate and authorized. The 82 TRW/PA also provides appropriate news coverage of SAT activities and coordinates all transportation requirements.

★2.3 The 82 TRSS/TTM schedules on-base performances. All requests requiring release from technical training will be coordinated with the SAT NCOIC, 82 TRSS/TTM. The MTSF will issue an early release from training memo to SAT members performing in ceremonies which take place before, during or immediately after school. The early release allows the students time to prepare and warm-up. The memo will state which teams, type of performance, and time to be released.

2.4. The Transportation Flight (82 LG/LGTO) provides vehicles in support of SAT functions, mission permitting.

★2.5 Each squadron will appoint an MTL to be a SAT monitor for the squadron. The monitor will serve as a focal point for squadron MTLs and SAT students. The SAT monitor will become familiar with this instruction and will ensure all information pertaining to SAT performances and rehearsals are disseminated through their respective military training flight. The monitor will

also serve as the squadron point of contact for the SAT NCOIC regarding any changes to squadron rules or disciplinary actions being taken against SAT students.

★2.6. The instructor supervisor, Chief MTL, or squadron SAT monitor will advise the SAT NCOIC via telephone or e-mail when a SAT member fails a block test. The SAT student must be granted the opportunity to notify the SAT NCOIC via phone when he/she has specialized individual assistance (SIA) or mandatory study which impacts scheduled SAT activities or practices.

2.7. The instructor supervisor, Chief MTL, or SAT monitor will contact the SAT NCOIC via telephone or e-mail if any problems occur due to performances or practices.

Section C – Responsibilities

★3. The 82 TRSS/TTM provides the SAT NCOIC who in turn implements and manages SAT activities and develops an internal chain of command for communications, coordinates SAT activities, recruits, trains, and develops performance routines.

★3.1. The SAT NCOIC is responsible for accountability and documentation of SAT members at all scheduled formations to include physical conditioning and open ranks. Every effort will be made to provide ample practice time in order for the SAT to accomplish its mission and prevent embarrassment to the Air Force.

★3.2. In addition to student volunteers, volunteer permanent party and TDY personnel are encouraged to work with the SAT members. Non-SAT students may be detailed for a particular team if that team reaches critical manning status or it is known said students have prior experience for that team. Members will be detailed for a period specified by the SAT NCOIC or when the vacancy can be filled by a volunteer. The SAT team will be the only normal detail SAT students will have outside of normal duty. Interested volunteers are encouraged to contact the 82 TRSS/TTM for information. The 82 TRW/PA will promote this effort.

★3.3. The SAT NCOIC grants probationary membership to students who demonstrate SAT potential. Student participation in practice sessions is essential to evaluate their potential by individual initiative, appearance, military bearing, and performance. The SAT NCOIC will provide appointment slips to probationary members. Prospective members gained at the NPS inprocessing at the base theater will be issued an appointment slip upon completion of their processing. Students who miss squadron briefings on SAT briefing days will be afforded a make-up briefing at a later date. These appointments are mandatory and every potential member must be afforded the opportunity to attend the briefing. Commanders, instructors, Chief MTLs, and squadron SAT monitors must ensure each probationary member is relieved from details and available for all scheduled sessions.

3.4. Permanent membership is granted when applicants meet the following requirements:

★3.4.1. Complete five consecutive days of practice. Drum & Bugle Corps members will complete two performances. If detailed and after the second performance the member decides to remain a member of the team, the member will receive his/her membership to the team at that time.

3.4.2. Demonstrate abilities and talents in performing basic techniques and routines.

3.4.3. Maintain a satisfactory academic record as specified in paragraph four.

3.4.4. Will be in a course of instruction for 6 weeks or longer, and on “A” or “S” shift. Volunteers assigned to T shift or shorter courses can be considered on an individual basis by the SAT NCOIC.

3.4.5. Comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

★3.4.6. Students on administrative hold for other than disciplinary reasons may become SAT members when they satisfy probationary requirements as specified in para 3.4. However, a conference with the Chief MTL by phone or in person will be required in order to assess the contribution the student will provide the SAT. This conference will be accomplished by the SAT NCOIC or Chief of Military Training, 82 TRSS/TTM..

★3.5. The SAT NCOIC schedules daily practice sessions for the SAT Monday through Friday and on weekends when necessary. All probationary and permanent members must attend unless excused in advance by the SAT NCOIC.

★3.5.1. On Tuesdays the Color Guard and Drum and Bugle Corps will be released early in order to provide adequate warm-up time for performance at Retreat. The same applies to all the teams on Fridays for Student Review or Parade. The release time will be specified by the SAT NCOIC.

★3.5.2. On performance days the SAT members will be allowed to retrieve their performance uniforms from their respective squadrons at lunchtime. Performances are conducted as scheduled except when inclement weather or unusual circumstances prohibit them from taking place.

Section D - Physical Conditioning

★3.6. Physical conditioning (PC) for all SAT members will be the responsibility of the SAT NCOIC and conducted a minimum of three times per week. The SAT will accomplish evaluations twice a month. During the summer schedule the SAT will accomplish afternoon PC with the SAT NCOIC at the fitness center. On eval days SAT members will provide the morning MTL from 82TRSS/TTM with an AETC Form 341, **Excellence/Discrepancy Report**, for attendance. AETC Forms 341 will be forwarded to the SAT NCOIC. Members will turn in run

times to their respective squadron MTLs. SAT members will fallout for attendance and then be released. SAT members will not be used as road guards or any other duty for PC as this is perceived as punishment for being part of the SAT. Members who miss assessment days with SAT will make up assessments with their squadron on days the SAT do not have performances or practices.

★3.6.1. SAT members will be allowed to carry their PC gear to class on PC days. During the winter schedule SAT students will meet at building 982 and run to avenue H, then to the end of the PC route and back to building 982. **Note:** The hours for the winter schedule are 0700-1600. The winter schedule dates vary annually, but information will be provided to SAT members.

★3.6.2. T shift airmen on SAT will run from the start to the end of the PC route and back to building 982 for rehearsal. Stamped AETC Forms 341 will be forwarded to the squadron SAT monitors. SAT monitors will ensure SAT rosters are provided to all MTLs within their Military Training Flight.

Section E – Academic Standards

4. The following standards apply to SAT members:

★4.1. Members must maintain a minimum average of 75 percent for their respective course or the documented GPA for their AFSC; whichever is higher.

★4.2. SAT members who fail a block test will be placed on probation and temporarily suspended from SAT activities until they pass the retest. The SAT NCOIC will initiate an in-house study program of one hour per day of uninterrupted study away from the rehearsal/performance environment for those members experiencing difficulties in their courses. Instructor/instructor supervisor will advise the SAT NCOIC via e-mail or by phone ext. 6-1191 when member is not progressing or is in danger of failing a second block test. Also, reference paragraph 2.6. of this instruction when a student fails a block test.

Section F – Military Standards

5. Each SAT member must maintain an attitude and military bearing that is necessary for the good order and discipline in the squadron, at school and at all practice sessions and performances.

★5.1. Open ranks inspections will be conducted a minimum of twice a month for compliance with AFI 36-2903 standards. When performance schedule allows, inspections will be accomplished weekly by the SAT NCOIC or 82TRSS/TTM

★5.2. The SAT members are excused from normal squadron details and additional duties, with the exception of Remedial Military Training. SAT is a preeminent additional duty and will be supported as such. Chief MTLs or squadron SAT monitors will advise the SAT NCOIC of all inspection failures and disciplinary actions involving SAT members. Squadrons will afford the SAT member with the opportunity to notify the SAT NCOIC prior to upcoming inspections which conflict with performances or practices.

★5.3. The SAT officers are student leaders who wear specific aiguillettes. Selection to one of these positions requires completion of the Airman Leadership Course. SAT officers are authorized to ask for and receive AETC Form 341, **Excellence/Discrepancy Report**, from any NPS student assigned to Sheppard AFB. The SAT officers may be used as student leaders in their respective squadrons as long as it does not interfere with SAT commitments. The SAT officers will be identified by aiguillettes as follows: SAT Major, black with two gold tips, team Captain black or blue and white with one gold tip, team 1st Lieutenant black or blue and white with one silver tip. These positions are the equivalent of the red, yellow and green ropes respectively.

5.4. Students may be removed from the SAT when:

5.4.1. Directed by the military training flight commander, first sergeant, Chief MTL, SAT monitor or SAT NCOIC.

5.4.2. Disciplinary reasons warrant.

5.4.3. They do not meet academic standards as prescribed in paragraph four.

5.4.4. They are unable to perform in a proficient manner.

Section G – Uniforms Authorized for Wear (Performances)

6. The SAT members will wear the appropriate uniform with bloused trousers, aiguillette, ascot, beret, and combat boots with performance bootlaces or low quarters. Members who normally wear BDUs or whites will wear their performance uniform to school when necessary because of scheduled performances.

6.1. The beret will be worn only during actual performances.

Section H – Uniforms Authorized for Wear When Not Performing

7. The SAT members will not wear any SAT accoutrements (i.e., beret, aiguillette, ascot, etc.) off base except for performances.

7.1. The SAT aiguillette will be worn by SAT members only and will suffice as a straggler's pass IAW Table 1 of SAFBI 36-2202, ***Routes of March and Formation Safety***. The SAT members may only straggle to/from school, rehearsal facilities and their squadron while in the performance of SAT duties. Students must maintain route of march.

7.2. Uniforms prescribed in AFI 36-2903 with appropriate aiguillettes in 2AF SUP1/AETCI 36-2216, ***Administration of Military Standards and Discipline Training***.

SHARLA J. COOK, Brigadier General, USAF
Commander